



**Charles University in Prague
Third Faculty of Medicine
Ruska 87, Prague 10**

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Dean's Directive No. 9/2011

Procedure for students viewing the results of written examinations

Article I

Subject of the Directive

This Directive determines the procedure for students of the Third Faculty of Medicine of Charles University viewing the results of written examinations (hereinafter referred to as “viewing”) and the procedure if the student disagrees with the evaluation of the written examination.

Article II

Definition of terms

- 1) For the purpose of this Directive a written examination means written verification of the student's knowledge within the scope of inspection of studies¹ for the purpose of acquiring credits, colloquiums or examinations.
- 2) For the purpose of this Directive viewing means presentation of part of the original or copy of the completed assigned written examination by the student with the incorrect answers marked.

Article III

Viewing the results of written examinations

- 1) Students are entitled to establish the results of the written examination. The results of written examinations are announced within 5 business days of the examination taking place at the latest.
- 2) The head of the department sets the date for viewing at the same time as announcing the results of the written examination in such a manner that viewing takes place within 3 business days of the day the examination results were announced at the latest.

¹ article 6, paragraph 9 of the Charles University Study and Examination Regulations

3) For reasons of special consideration (for example the student's illness) the head of the department may also announce additional dates for viewing subsequently. The head of the department informs students of the dates for viewing by a collective e-mail by means of SIS.

4) Viewing only takes place if at least one academic employee is present. The student receives the original or a photocopy of part of his/her completed written examination assignment with incorrect answers marked and the assignment for this examination, during which time the student may take notes.

5) A record is written up of the viewing of the written examination results, which is kept by the department. The date and time of viewing, a list of names of students who viewed results and signatures of the present academic employee/s are given in the record.

Article IV

Procedure if the student disagrees with the results of the written examination

1) If the student disagrees with the results of the written examination, he/she makes a request for the relevant head of the department to assess his/her objections concerning the evaluation of the examination. The student submits a written request within 5 business days of the day the examination results are announced. The department head evaluates the student's request and sends him/her a written standpoint within 5 business days at the latest.

2) If the student disagrees with the department head's standpoint, he/she may request a review of the results of the written examination by the dean of the faculty. The student submits the request in writing to the dean within 5 business days of delivery of the standpoint by the department head according to the preceding paragraph. The dean examines the results of the written examination and informs the student of his conclusion, which is final, within 15 days of receiving the request.

3) If the student takes this examination successfully at a later date during the written examination results review period according to the preceding paragraph, the review procedure is suspended.

Article V

Final Provisions

1) This Directive comes into effect on 7th November 2011

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